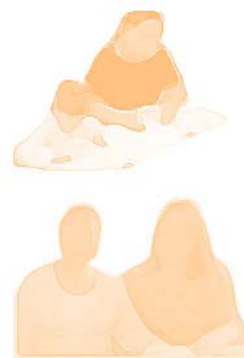
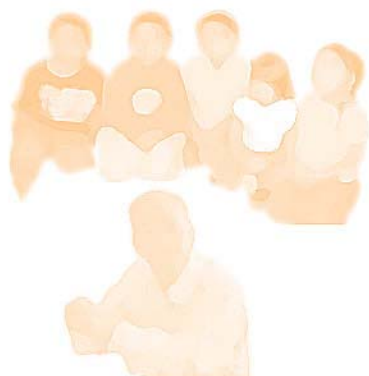


AEDATCOL User's Guide



User's Guide

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Overview

Training Videos

You will notice a training video link at certain points in the documentation. These links will only work if you have a connection to the internet. You will also need to have the most current version of windows media player installed to your pc. Please get your local computer technician to help you install the program.

You may obtain the software at the following web page <http://windowsmedia.com/9series/download/thankyou.asp>

NRS Guidelines

Definition of Terms

In this document the following terms will be defined.

State Required Method(SR): Assessments using the TABE Locator and Survey (Forms 7 & 8) for ABE/ASE students and the BEST for ESOL students and administering them following the publisher's guidelines and the policies and procedures established by the Division of Adult and Family Literacy Education.

Old Method testing: Assessments using tools other than the TABE Survey (Forms 7 & 8) and BEST, and/or methods which do not comply with publishers' guidelines, or policies and procedures established by the Division of Adult and Family Literacy Education.

Test Battery: A set of tests that is grouped together to determine the placement level of a student.

Improvement Measure: A level improvement in any content area for a student.

Provider Setup

Sites

Classes

Setup

Maintenance

Student Records

Adding a New Student

When a new student is added there will no longer be a requirement to enter the initial placement. There is however the requirement to record an initial assessment at the time the record is created. The fields that will be used to record this information will be displayed at the bottom of the screen. After the student has been saved to the database the application will send you directly to the assessment screen where you may add more assessments for that student.

Demographics

Entry Status

Goals

Assessments

Continuing Students

For continuing students, data must be entered based on the new state required method of assessment using SR-TABE and SR-BEST. In addition, data must be entered based on the old method of assessment.

Students Assessments Screen

The fields below will be used to display information on each assessment.

Assessments								
Date	Tool	Subject	Form	Score	Result	Placement	Gain	Imp
8/1/02	TABE	Math - Total	N/A	0	ABE Pre-Literacy	ABE Pre-Literacy	0	0
8/8/02	TABE	Math - Total	N/A	0	ABE I	ABE I	1	1
8/9/02	TABE	Math - Total	N/A	0	ABE II	ABE II	1	1
8/10/02	TABE	Math - Total	N/A	0	ABE III	ABE II	0	1
8/11/02	TABE	Math - Total	N/A	0	ASE I	ABE II	0	1
9/8/02	TABE	Math - Total	N/A	0	ASE II	ABE II	0	1
9/11/02	TABE	Reading	N/A	0	ABE II	ABE II	0	0
8/1/02	ABLE	Reading	N/A	0	ABE Pre-Literacy	ABE Pre-Literacy	0	0
8/1/02	ABLE	Math - Total	N/A	0	ABE Pre-Literacy	ABE Pre-Literacy	0	0
8/9/02	ABLE	Math - Total	N/A	0	ABE II	ABE II	2	2
8/9/02	ABLE	Reading	N/A	0	ABE II	ABE II	0	2
8/1/02	OTHER	Math - Total	N/A	0	ABE Pre-Literacy	ABE Pre-Literacy	0	0
8/1/02	OTHER	Reading	N/A	0	ABE I	ABE Pre-Literacy	0	0

The changes in options that you may select from are listed below.

ASSESSMENTS IN BOLD TYPE

These assessments would indicate the lowest functioning level for a student within that assessment tool. If more than one assessment within a tool is highlighted, then all of those assessments would need to be raised for the student to place at the next higher level. In short, the bolded assessments are the target subject area(s) that the student needs to raise to realize an educational gain.

DATE

This is the date that the test was taken. If you are entering a group of tests that need to be considered together for an initial assessment, use the same date for all of the tests. In the table above the Reading and Math-Total will be considered as part of the same test battery.

PLACEMENT

This refers to the overall placement level of the student according to NRS guidelines. A student's placement is equal to the lowest functioning level. This is not calculated directly from the Score Translation Table.

GAIN

This is automatically calculated according to NRS guidelines (i.e. when a subsequent assessment places the student at a level higher than the initial placement.)

IMP

This is a calculated state measure that represents the level improvement in any content area for a student.

Table 1 – Score Translation Table

TOOLS

SR-TABE: Stands for the State Required TABE Test

SR-BEST: Stands for the State Required BEST Test

WOODCOCK – JOHNSON: Has been shortened to WDCK-JNSN

SUBJECTS

Math – Total: Use the total scale score of Applied and Computation.

Language: Changed from Writing to reflect the proper name used by TABE /SR-TABE.

Oral: Used for the SR-BEST tool only.

Literacy: Used for the SR-BEST tool only.

SCORES

You will enter the score as directed in the training for State Required tests. For all other tests you may enter a zero.

RESULT

For Old Method tests this reflects the level as indicated by the specific assessment. This field will be calculated according to values listed in the Score Translation Table. If the score falls outside of the appropriate range for a test form, the assessment will be grayed out in the assessment list and will not count towards the student's overall placement level.

FORMS

7L-8A: Valid forms for the SR-TABE tool.

B, C: Valid forms for the SR-BEST tool.

N/A: Used to record forms for tests that are not State Required.

TOOL	SUBJECT	SCORES	RESULT LEVELS	FORMS ALLOWED
SR-BEST	ORAL	0-15	ESOL Pre-Lit	BC
SR-BEST	ORAL	16-41	ESOL I	BC
SR-BEST	ORAL	42-50	ESOL II	BC
SR-BEST	ORAL	51-57	ESOL III	BC
SR-BEST	ORAL	58-64	ESOL IV	BC
SR-BEST	ORAL	65 +	ESOL V	BC
SR-BEST	LITERACY	0-7	ESOL Pre-Lit	BC
SR-BEST	LITERACY	8-46	ESOL I	BC
SR-BEST	LITERACY	47-53	ESOL II	BC
SR-BEST	LITERACY	54-65	ESOL III	BC
SR-BEST	LITERACY	66+	ESOL IV	BC
SR-TABE	MATH	0-313	ABE Pre-Lit	E
SR-TABE	MATH	314-441	ABE I	EM
SR-TABE	MATH	442-505	ABE II	EMD
SR-TABE	MATH	506-565	ABE III	MDA
SR-TABE	MATH	566-594	ASE I	DA
SR-TABE	MATH	595+	ASE II	A
SR-TABE	READING	0-367	ABE Pre-Lit	EL
SR-TABE	READING	368-460	ABE I	EM
SR-TABE	READING	461-517	ABE II	EMD
SR-TABE	READING	518-566	ABE III	MDA
SR-TABE	READING	567-595	ASE I	DA
SR-TABE	READING	596+	ASE II	A
SR-TABE	LANGUAGE	0-391	ABE Pre-Lit	E
SR-TABE	LANGUAGE	392-490	ABE I	EM
SR-TABE	LANGUAGE	491-523	ABE II	EMD
SR-TABE	LANGUAGE	524-559	ABE III	MDA
SR-TABE	LANGUAGE	560-585	ASE I	DA
SR-TABE	LANGUAGE	586+	ASE II	A

ENTERING A GED AS AN ASSESSMENT

There has been a special provision made to allow for the GED to count as an assessment towards an educational gain **only for students who have been placed at an ASE II level.**

To enter a GED you must choose these options.

Assessment Tool: GED

Subject: N/A

Form: N/A

Score: 0

Level: GED or High School Diploma

Attendance**Exit Status**

Family Records

Family Enrollment



Training Video

<http://www.ade.az.gov/adulted/media/filenrollment.wmv>

To enroll a student you will first need to display the student information in the student record screen. You will notice across the top that there is a new option for the family information. Clicking that option will take you to the enrollment screen where you will be asked if you want to continue to enroll the student.

Child Records

Child Search

This page may be accessed through the main menu or the navigation menu while you are looking at Family information. A list will be created on partial matches of the name fields and social security numbers.

Child Search					
Last Name		First Name / Middle Init.			
<input type="text" value="on"/>		<input type="text"/>			
Birth Date	SSN	Grade	<input type="button" value="Clear"/>		
<input type="text"/>	<input type="text"/>	<input type="text" value="Any"/>	<input type="button" value="Search"/>		
Full Name	Gender	BirthDate	Grade	SSN	Parent
Jetson, Elroy P	Male	2/5/2000	I & T	123-45-6789	Jetson, Jane
Flinstone, Pebbles K	Female	4/4/2000	Pre-K	044-45-6787	Flinstone, Fred
Flinstone, Dino	Male	4/4/1999	I & T		Flinstone, Fred
Flinstone, Rocky	Male	9/9/2002	None	043-85-7558	Flinstone, Fred

Child Detail Screen

This page will be displayed when a child's name is clicked from any display screen. The **grade** field refers to the level of schooling in which the child is currently enrolled. The **relation** field always refers to the relationship of the person to the primary enrolled adult.

Child Detail Screen: Elroy P Jetson						
Enrolled Adults		Relationship		Enrolled Children <input type="button" value="Add"/>		
Jane Jetson		Primary				
Elroy P Jetson		Child	Male	2/5/2000	I & T	
Child Information						
First Name	Last Name	SSN	Gender	Birth Date	Grade	Relation
ElroyP	Jetson	123-45-678	Male	2/5/2000	I & T	Child
						<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Test Date	Test Tool		Subject Area		Score	Function
<input type="text"/>	<input type="text" value="Pre-K Success"/>		<input type="text" value="Language"/>		<input type="text"/>	<input type="button" value="Add Test"/>
4/4/2003	Pre-K Success		Language		45	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Child Assessments

We are now able to collect scores beyond the Pre-K success range. The following options are now available for assessment tools. Please note that for surveys the Score of 2 has been omitted.

Test Date	Test Tool	Subject Area	Score	Function
	Pre-K Success	Language		Reset Cancel
4/4/2003	Pre-K Success	Language	45	Save

Pre-K Success

Subjective Survey

Infant / Toddler Survey

Infant / Toddler Survey

METHOD

For this tool the teacher is asked to make a statement concerning the child's progress.

SCORING

(Score = 1) The child is approaching the developmental target for his/her age.

(Score = 3) The child meets or exceeds the developmental target for his/her age.

SUBJECT AREAS

- Survey Development

For this tool, only one score in the Survey General subject is needed. This encompasses all areas of development

Pre-K Success

METHOD

This tool is administered according to the guidelines of the publisher.

SCORING

Enter the percentile score as calculated by the publisher

SUBJECT AREAS

- Language
- Problem Solving
- Motor Skills
- Total Score

All areas are required for assessment.

Subjective Survey

METHOD

This tool should be used for school age children. For this tool the teacher is asked to make a statement concerning the child's competency compared to the peers in the classroom.

Here are the questions that could be provided on a survey form to collect this information

1. How does this student compare to other students in the classroom in Reading?
 - Below average
 - At or above average
2. How does this student compare to other students in the classroom in Social Skills?
 - Below average
 - At or above average
3. How does this student compare to other students in the classroom in Numeracy?
 - Below average
 - At or above average
4. How does this student compare to other students in the classroom in Language?
 - Below average
 - At or above average
5. How does this student compare to other students in the classroom in Writing?
 - Below average
 - At or above average
6. Relative to the student's starting point, the student has made advancements..
 - More slowly than other students
 - As quickly or sooner than other students

SCORING

(Score = 1) The child is approaching the level comparable to other students in the classroom.

(Score = 3) The child meets or exceeds the level comparable to other students in the classroom.

SUBJECT AREAS

- Survey Reading
- Survey Numeracy
- Survey Social
- Survey Language
- Survey Writing
- Survey Advance

All areas are required for assessment.

Follow Up

Reports

Standard Reports

Please note the new feature added to some of the standard reports. In the left of the header row you may see a * to indicate that when you click a highlighted record a second window will open up to the student's assessment detail.

AdultEd Students who have received a GED (Detail)

This report will help you locate students with information that matches with the GED database maintained by the state.

SSN is the social security number of the student as entered in the AEDATCOL database.

AdultEd_Student is the full name of the student as entered in the AEDATCOL database

GED_Name is the full name of a matching student in the GED database

Diploma_Date is the credential date of the student's diploma

Goal_Achieved refers to the GED goal setting in the detail screen for the student in the AEDATCOL database

Y means that this student has a GED goal selected and marked as achieved

N means that this student has a GED goal selected but not marked as achieved

A blank entry means that this student does not have a GED goal selected

MATCHING CRITERIA

A match is done daily between the GED and the AEDATCOL database.

The list will match on

similar last name AND exact SSN

OR

similar first and last name AND exact BirthDate.

The list will only return matching students who have a Diploma date later than the start date of the fiscal year.

AdultEd Students who have received a GED (Detail)				
←		Fiscal Year: 2003		
+	SSN	AdultEd_Student	GED_Name	Diploma_Date
Goal_Achieved				
Test Provider				
39704XXXX	Flood, Mark	FLOOD, MARK	10/07/2002	Y
	freeman, sierra	FREEMAN, SIERRA	10/07/2002	N
	Johnson, lara	JOHNSON, LARA	10/07/2002	
	Johnson, lara	JOHNSON, LARA	10/07/2002	N
				sub total: 4.00
				Total: 4.00

AdultEd Students who have received a GED (Summary)

Assessments (Advanced) by Student

This report will display students who have recorded an Educational Gain and displays the assessments that count toward the gain.

Assessments (Not Passed) by Student

This report will display students who have not recorded an Educational Gain and displays the assessments need to be raised to record a gain

Assessments by Student

This report will display all assessments for students matching the select criteria.

Attendance By Level

Attendance by Student

Attendance by Student

Class List with EdGains


This report can be used to give program administrators a way to see how the Ed Gains from each class will affect the Ed Gains on the Federal tables.

This report will display an alphabetical listing of classes with number of students, qualified students, students who have advanced and the Gain percentage of the class.

QUALIFIED students are students with 12 or more combined class hours for the fiscal year.

ADVANCED students are qualified students who have an educational gain.

GAIN % is taken from the Qualified Advanced students divided by Total Qualified students

Class List with EdGains					
		Fiscal Year: 2003			
classid	NumStudents	qualified	advanced	AVGHours	Gain%
GGG					
2443	2	2	1	35	50
Pretend Class					
2432	2	2	0	18	0
Scott-GED/ESOL					
2433	1	0	0	5	0

DES Gain Listing

Follow-Up Report

Goals

Referrals

Separation Reasons

Student List

Student List (Active Only)

Student Mailing List

Students with No Assessments

This report will return the list of students who do not have an assessment on record for the fiscal year.

Students with only Inactive Assessments

This report can be used to display a list of students who need to be tested or retested to record a valid initial placement for the fiscal year.

This report will display a list of students who do not have any active assessments for the current fiscal year. An active assessment is an assessment with scores that fall within the acceptable range for the tested form.

Students with No Active Assessments						
←	Start Date: 8/1/2	Site: All Sites	Class: All Classes	End Date: 3/3/3		
*	Student	Test Date	Subject	Type	Level	Advanced
	Barnes, Jeremy	1/7/2003	Reading	SR-TABE	ABE III	No
	Barnes, Jeremy	1/28/2003	Reading	SR-TABE	ASE I	No
	Carpenter, Randy	1/21/2003	Reading	SR-TABE	ABE II	No
	Jolicoeur, Adam	8/1/2002	Reading	TABE	ASE II	No
	Muller, Vanessa	12/11/2002	Math - Total	SR-TABE	ABE I	No
	Webber, Sussex	1/7/2003	Math - Total	SR-TABE	ABE I	No

Program Improvement